

DATE: January 15, 1997

TO: Office of Water Programs Staff

FROM: Allen R. Hammer, P.E., Director
Division of Water Supply Engineer

THROUGH: Eric H. Bartsch, P.E., Director
Office of Water Programs

SUBJECT: Water & Sewerage - Information - Utility Records Management
Schedule

Delete Working Memo 496.

The Virginia State Library, Records Management Division, issues a schedule for records retention and disposal for water and wastewater utilities. This is intended as a guidance to municipally-owned utilities in setting up and maintaining systems for retaining records and files.

The Records Management Division has informed us that they forward a copy of the schedule to the records manager of each municipality.

The latest schedule entitled "Records Retention and Disposition Schedule General Schedule No. 7" with a revision date of 1994 is attached.

GWP/jm

Attachment

FORM RM-2G, Rev. 94

COMMONWEALTH OF VIRGINIA
THE LIBRARY OF VIRGINIA
RECORDS MANAGEMENT DIVISION
(804) 786-5634

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 7

SCHEDULE TITLE:	Public Utilities Records
SCHEDULED AGENCIES:	County and Municipal Governments
SCHEDULED DIVISIONS:	Public Utilities Departments

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the LVA before applying these disposition instructions.

EFFECTIVE SCHEDULE DATE: February 15, 1996

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RECORD SERIES NUMBER AND TITLE
SCHEDULED RETENTION AND DISPOSITION

The following categories are included in this Schedule:

- I. General Records
- II. General Utility Records
- III. Systems Design and Construction Records
- IV. Wastewater System Operation Records
- V. Waterworks Operation Records

I. GENERAL RECORDS

Administrative Records	Retain in accordance with The Library of Virginia (LVA) General Schedule (GS) 19, <u>Administrative Records Retention and Disposition Schedule</u> .
Electronic Records	Retain in accordance with LVA GS-23, <u>Electronic Records Retention and Disposition Schedule</u> .
Fiscal Records	Retain in accordance with LVA GS-2, <u>Fiscal Records Retention and Disposition Schedule</u> .
Personnel Records	Retain in accordance with LVA GS-3, <u>Personnel Records Retention and Disposition Schedule</u> .

II. GENERAL UTILITY RECORDS

1. General Utility Records

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| a. Billing registers | Retain 3 years after audit, then destroy. |
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THE LIBRARY OF VIRGINIA

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 7

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RECORD SERIES NUMBER AND TITLE		SCHEDULED RETENTION AND DISPOSITION
b.	Fuel accounting records	Retain 3 years after audit, then destroy.
c.	Meter reading records	Retain 1 year after audit, then destroy.
d.	Service records	Retain 3 years after audit, then destroy.
2.	System Permits	Retain 3 years after expiration, then destroy.
3.	Miss Utility Records (Underground Utility Damage Prevention Act)	Retain 5 years, then destroy.
4.	Water Well Completion Reports (Wells not owned or operated by the locality)	Retain 5 years, then destroy.
III.	<u>SYSTEM DESIGN AND CONSTRUCTION RECORDS</u>	
5.	System Design and Construction Files	
a.	Final plans, as-built drawings, highway agreements or permits, title documentation, and specification documents	Retain permanently.
b.	Other records (working plans, drawings, specifications, and correspondence)	Retain 5 years after project completion, until completion of audit, or until all terms of contracts or agreements have been fulfilled, whichever is greater, then destroy those records no longer having administrative or legal value.
IV.	<u>WASTEWATER SYSTEM OPERATION RECORDS</u>	
6.	Regulated Systems (operational, maintenance, and lab testing files)	Retain 3 years, then destroy; see State Department of Health and State Water Control Board Sewerage Regulations, February 1977, §11.03.

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THE LIBRARY OF VIRGINIA

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 7

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RECORD SERIES NUMBER AND TITLE	SCHEDULED RETENTION AND DISPOSITION
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| 7. Nonregulated Systems (operational, (maintenance, and lab testing files) | Retain 2 years, then destroy all records no longer having administrative value. |
| 8. Systems Permits | See No. 2, System Permits. |
| V. <u>WATERWORKS OPERATION RECORDS</u> | |
| 9. Regulated Systems (operational, maintenance, and lab testing files) | See State Board of Health Waterworks Regulations, February 1982, §5.11-01; and Department of General Services; Division of Consolidated Laboratory Services Regulations for Certification of Laboratories Analyzing Drinking Water, November 1984, §3.8. |
| a. Bacteriological records | Retain 5 years, then destroy. |
| b. Chemical analyses records | Retain 10 years, then destroy. |
| c. Cross-connection control records | Retain 10 years, then destroy. |
| d. Plant operational records | Retain 3 years, then destroy. |
| e. Sanitary survey records | Retain 10 years, then destroy. |
| f. Variance and exemption records | Retain 5 years after expiration, then destroy. |
| g. Violation correction records | Retain 3 years after last action, then destroy. |
| h. Water well completion reports (wells owned or operated by the locality) | Retain 5 years after well abandonment, then destroy. |

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THE LIBRARY OF VIRGINIA

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 7

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SCHEDULED DIVISIONS: Public Utilities Departments

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APPROVED: _____ STATE RECORDS ADMINISTRATOR

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RECORD SERIES NUMBER AND TITLE		SCHEDULED RETENTION AND DISPOSITION
10. Nonregulated Systems (operational, maintenance, and lab testing files)		Retain 2 years after creation, testing, inspection or completion of the work, then destroy all records no longer having administrative value.
11. System Permits		See No. 2, System Permits.
